



**Appointment Details:**

Incumbents Name	Staff ID Number
Position Number	Position Title
Classification Level	New Contract End Date
Faculty / Division	School / Section
Campus	Salary Account Code
Employment Status	If Part Time, What Percentage

Does this appointee hold a substantive appointment elsewhere in the University?

Reason for requesting to renew this fixed term contract?

**Contact Information:**

Name of Direct Supervisor for Position	Direct Supervisors Contact Number
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**Funding Verification:**

To verify the availability of funds, please use the submit button which will automatically generate an email for you to email this form to the budget centre manager.

**Submit to the Budget Centre Manager**

If financial advice is required in regards to your budget, please contact Stephen Smith on: 19896.

I verify there are sufficient funds available to support this request.

**Budget Centre Manager**

\_\_\_\_\_ Name

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

Are there any details relating to the availability of funds?

**Authorisation:**

Once you have received the budget centre managers signature for verification of funds, please forward this requisition to the Dean / Executive Director for approval by utilising the submit button.

**Submit to the Dean / Executive Director**

I authorise this action and certify that funds are available. I approve the expenditure of the funds associated with recruiting for this position including: advertising, travel, accommodation, interview expenses, removal and other related expenses.

<b>Dean/Executive Director</b>	_____	_____	_____
	<b>Name</b>	<b>Signature</b>	<b>Date</b>

**Final Processing:**

Once you have obtained finance verification and the Dean / Executive Directors authorisation please forward this requisition to the Division of Human Resources for processing by utilising the submit button.

**Submit to the Division of Human Resources**